



1.4 Keyboard Training

We are going to learn

- Similarities between a typewriter and a computer keyboard.
- Differences between a typewriter and a computer keyboard.

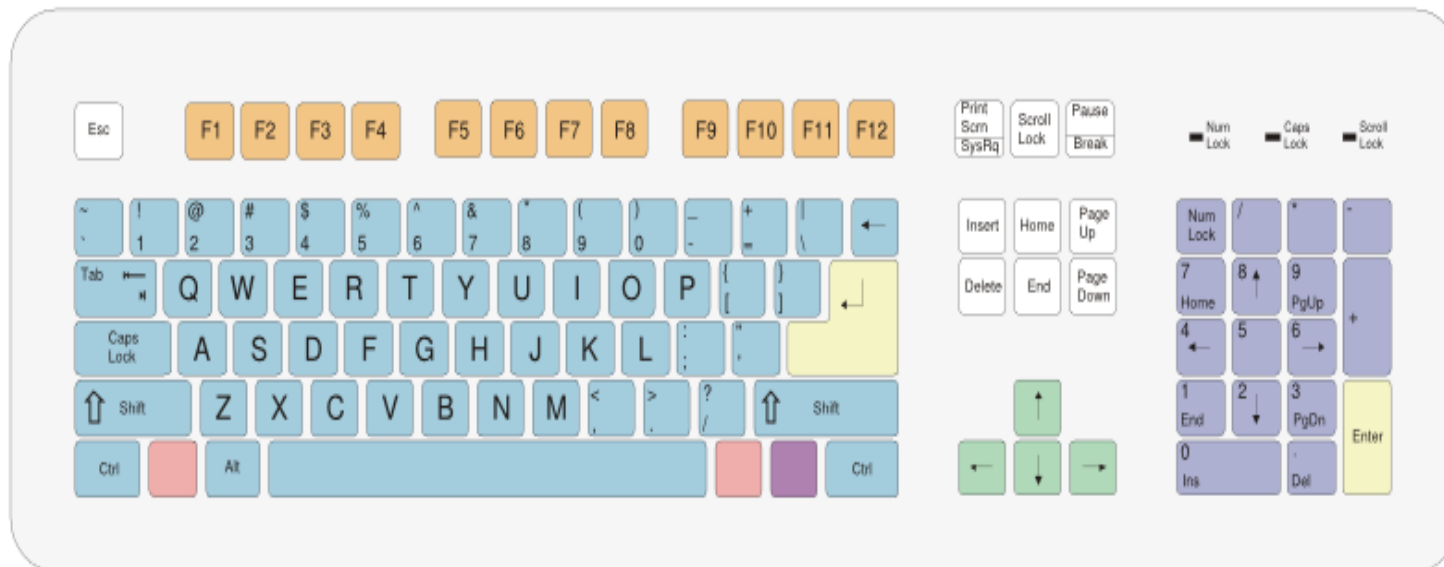


Similarities

Between Computer Keyboards & Typewriters

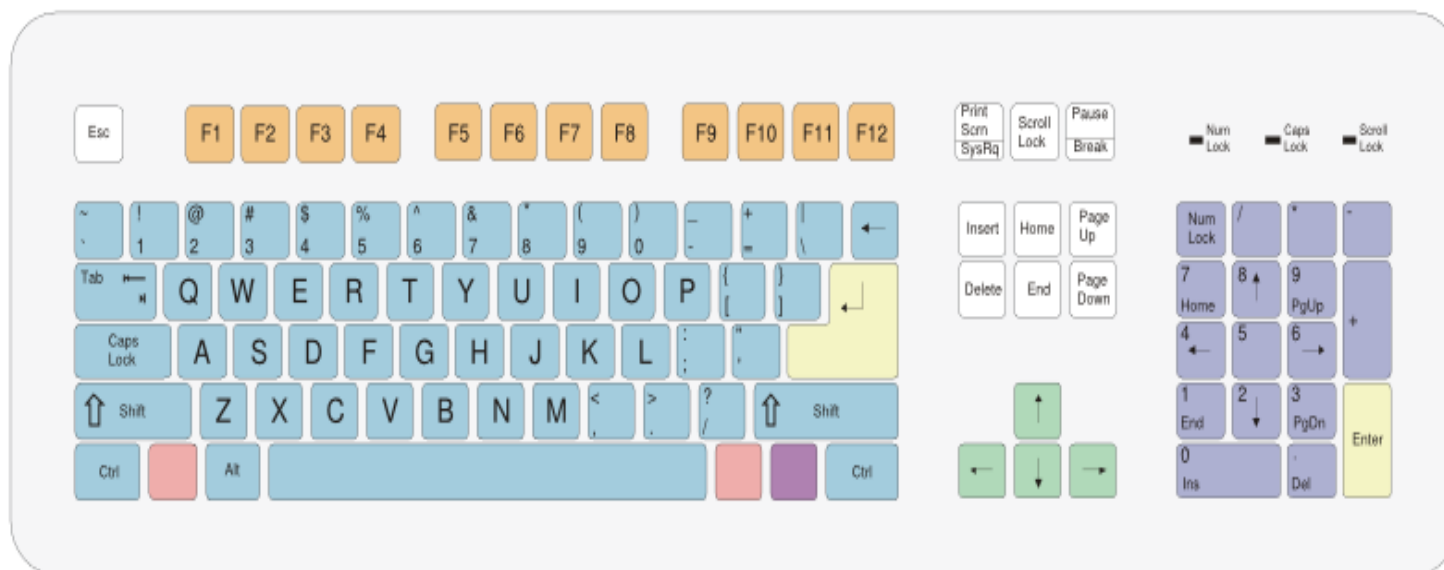


Layout of Alphabetic Keys QWERTY



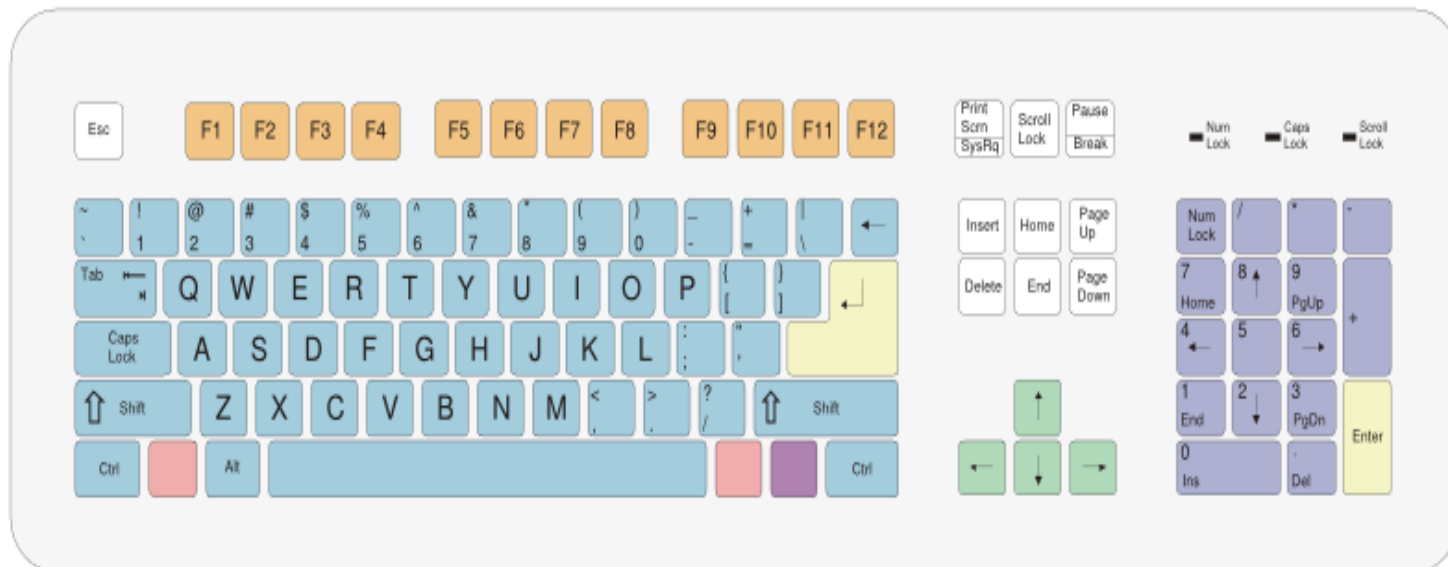
- Typewriter keys
- Function keys
- Enter keys
- Windows keys
- Numeric keypad
- Other
- Application key
- Cursor control keys

Use shift key to capitalize letters and to use special characters above the numbers in the number row..



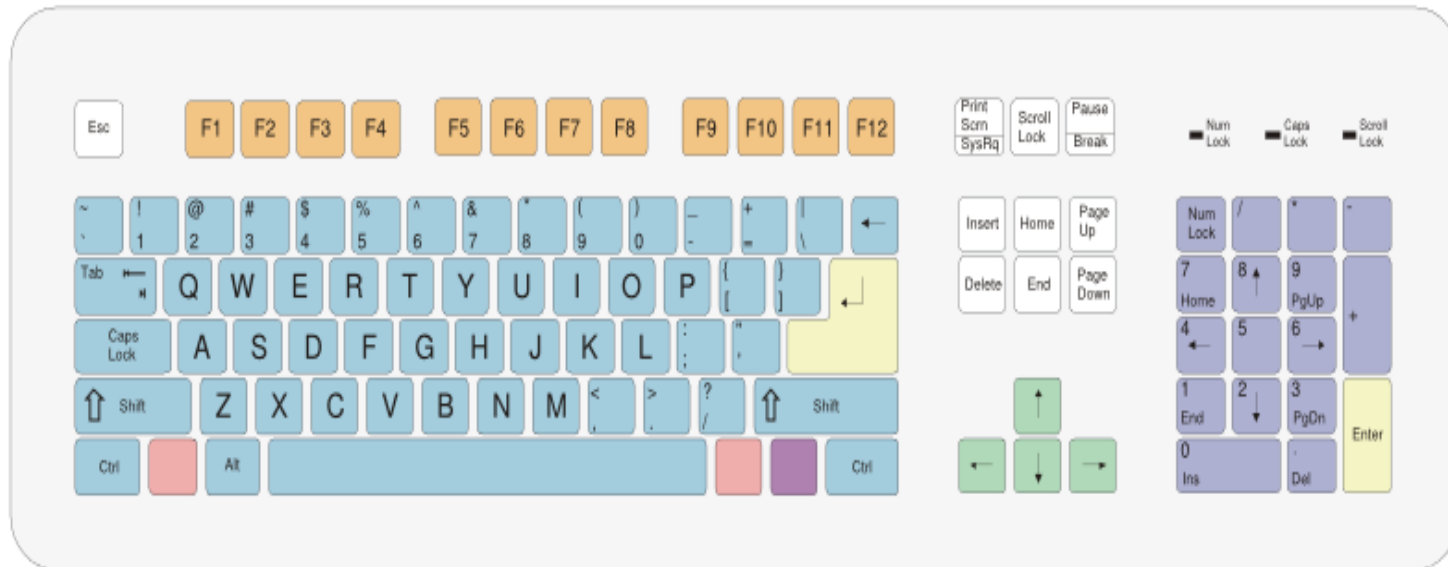
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The enter key “forces” a new line of text.



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Layout of Numeric Keypad



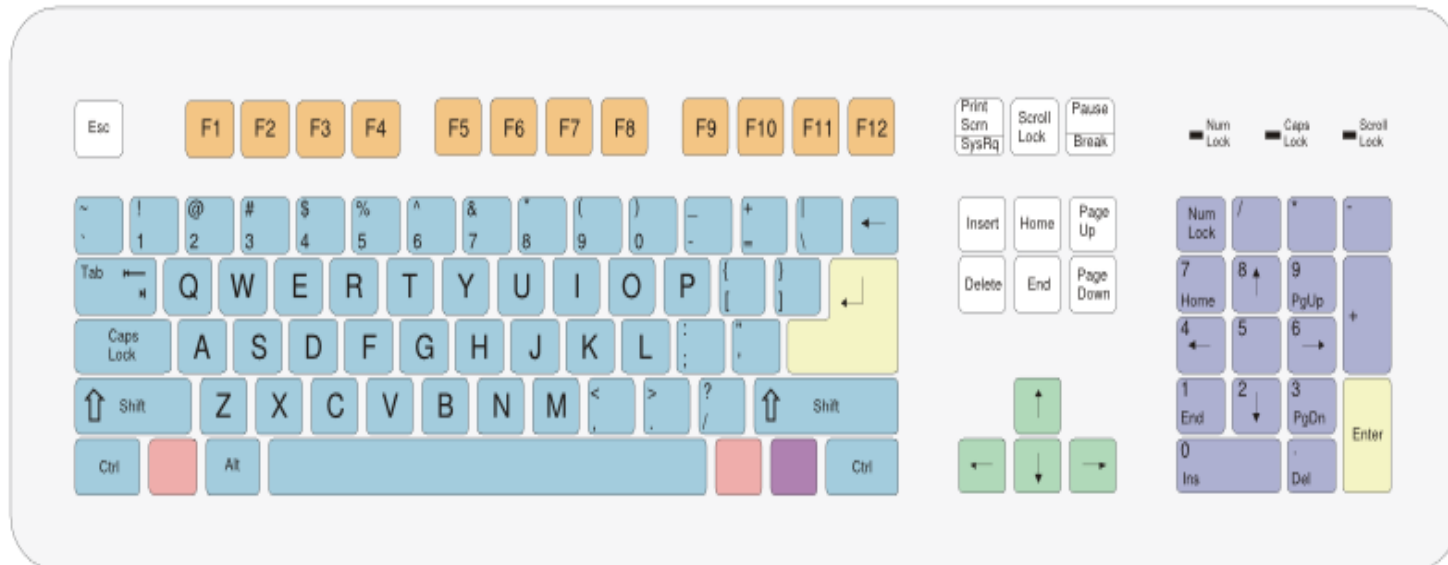
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Differences

Between Computer Keyboards & Typewriters

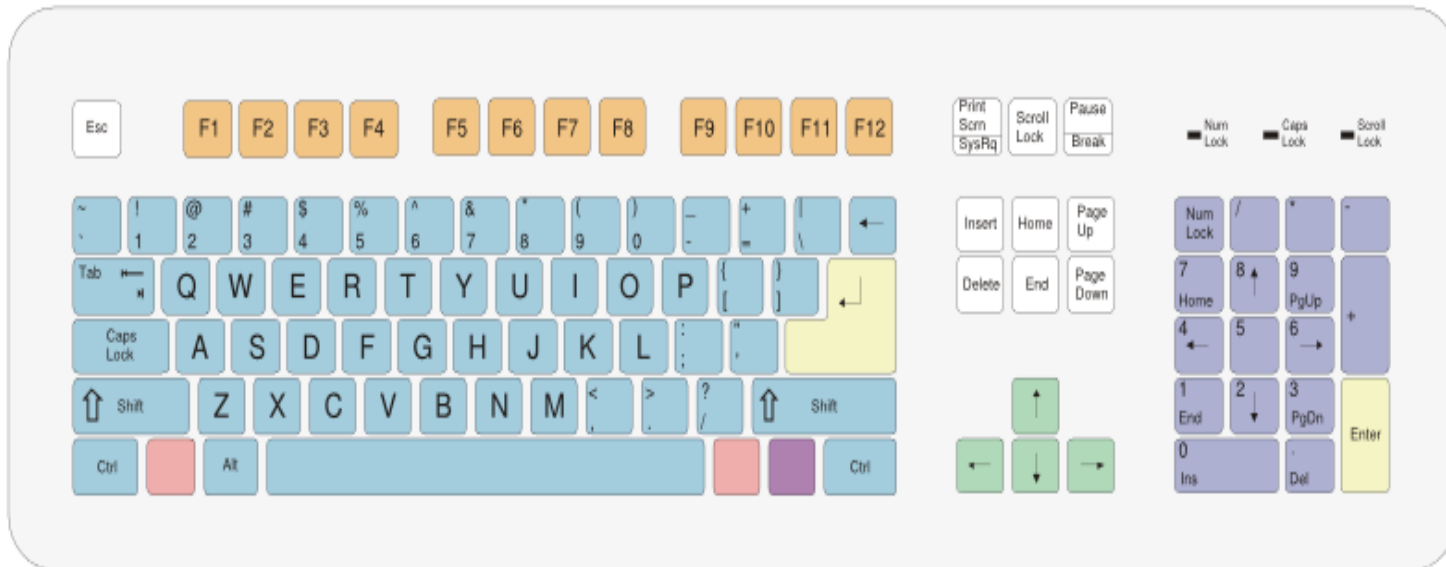


Back Space and Delete Keys



- Typewriter keys
- Function keys
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Modifier Keys “ALT, CTRL, & Shift” used with other keys to perform computer “shortcuts.”



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Modifier Key Example

Pressing the Ctrl Key and tapping on the A Key will select (highlight) everything.

Microsoft Word Modifier Key

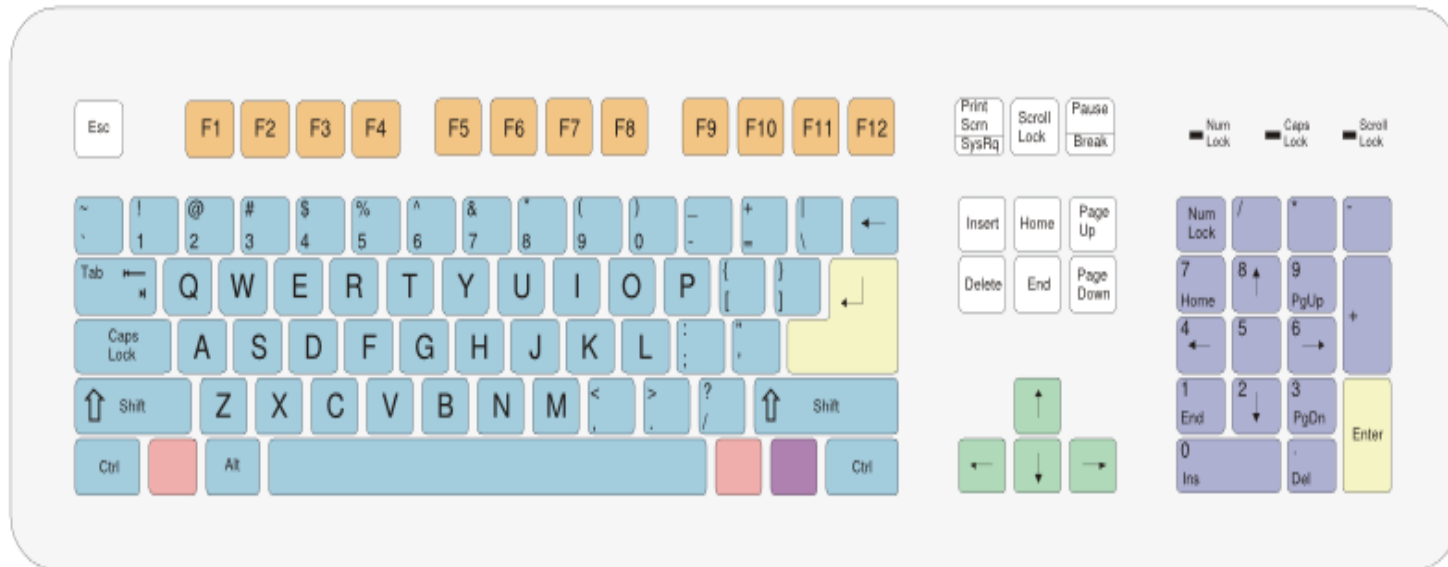
To type ñ in Spanish

1. Hold down CTRL and Shift
2. Tap on the ~
3. Type an n

To type an accented letter (é) in Spanish

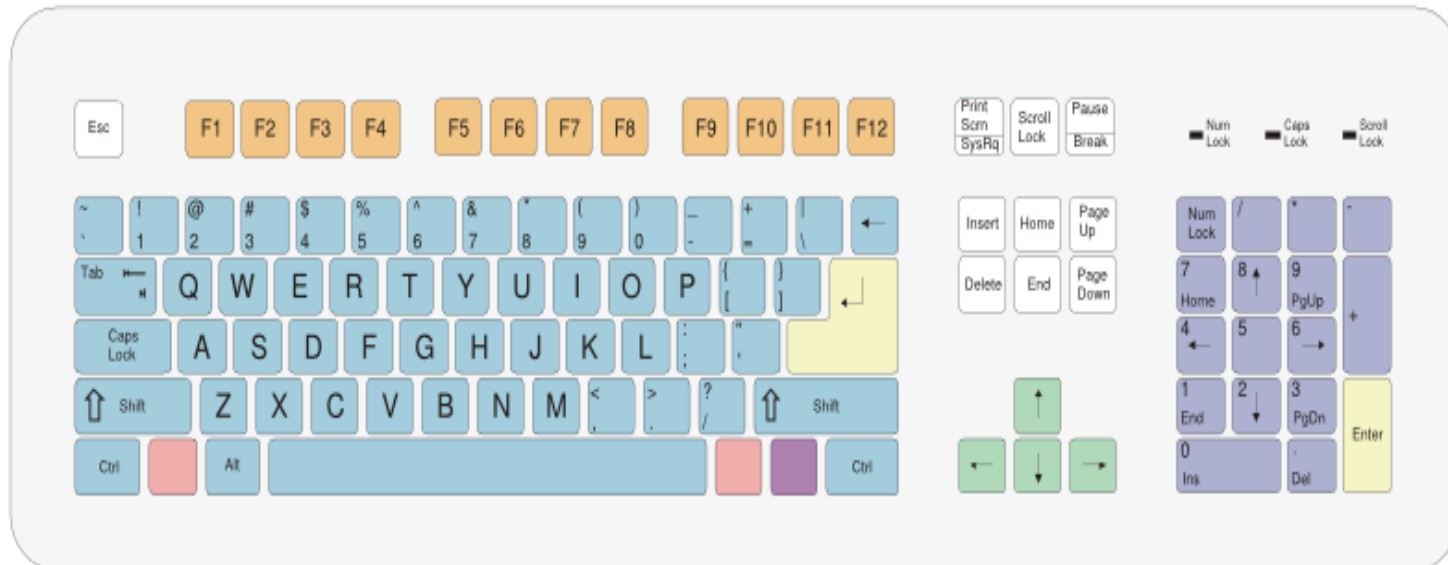
1. Hold down CTRL and Shift
2. Tap on the ~
3. Type the letter

Function Keys at the top of the keyboard F1 – F12



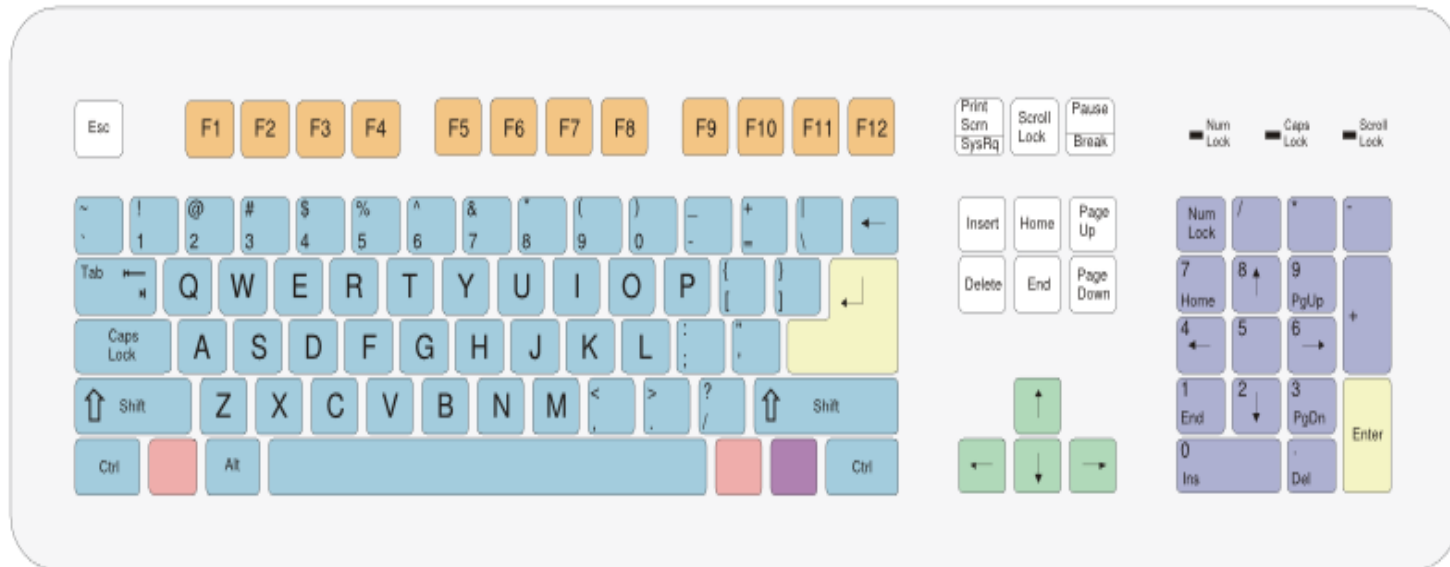
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F1 opens the help menu for the active open program.



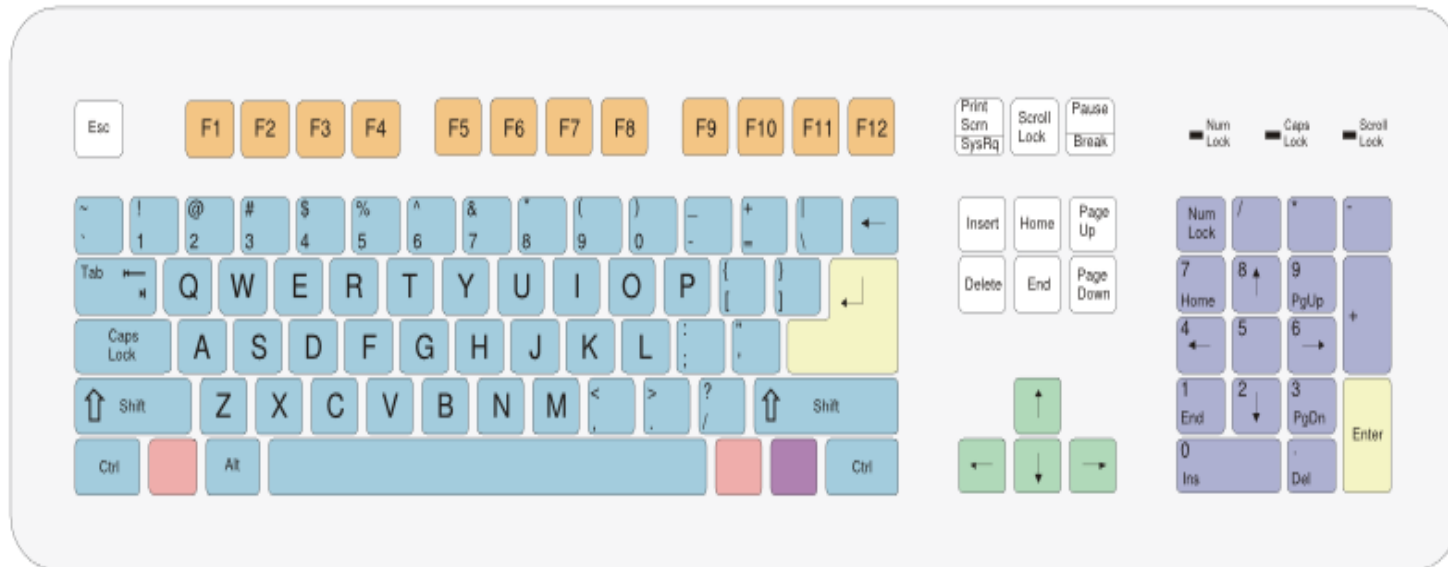
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Arrow Keys – move the cursor or selected object in the direction indicated by the arrow.



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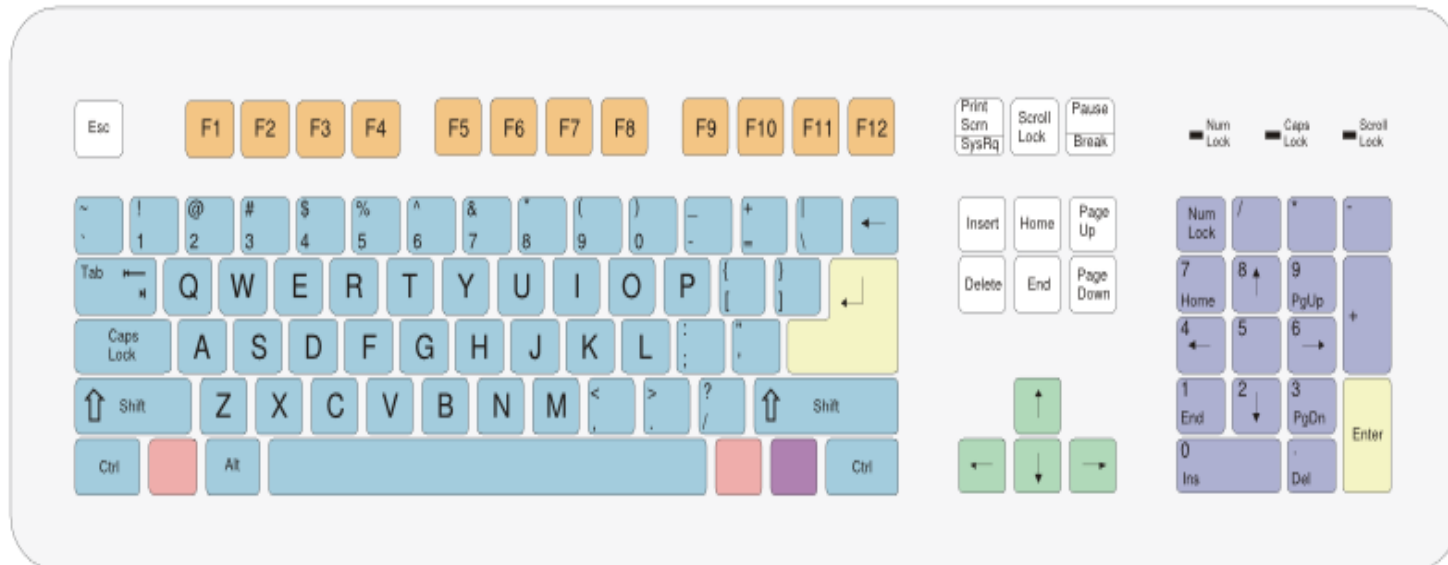
Home and End Keys



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Page Up and Page Down Keys

Automatically jumps to the next page up or down in a document or web page.



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Time To Practice!

